



STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION

OFFICE OF STATE PROCUREMENT

210 11th Ave SW Room 201 GA Building • PO BOX 41017 • Olympia Washington 98504-1017

www.ga.wa.gov

July 16, 2007

Mr. Terry Westhoff
Washington State Gambling Commission
4565 7th Avenue SE
Lacey, WA 98503

Dear Mr. Westhoff:

SUBJECT: Biennium 07-09 Specific Purchase Authority

These specific authorities are delegated to the Washington State Gambling Commission (WSGC) by the Department of General Administration. These Authorities are effective from July 16, 2007 through June 30, 2009 and are issued to the WSGC as a supplement to the general delegated purchase authorities issued to all agencies through the Washington Purchasing Manual (WPM).

Purchases conducted in exercising these Authorities must be conducted according to the requirements designated in Parts 1 through 6 of the WPM. These specific authorities do not in themselves represent a sole source authorization of any kind.

With respect to vehicles purchased under these Specific Purchase Authorities, WSGC shall submit a summary report by the first working day of August, for the activity in the prior fiscal year. At a minimum, the summary report shall address the number of vehicles purchased, a description of each vehicle purchased, total spend, and a comparison of the purchase price to the published NADA Average Retail Price in effect at the time of the purchase.

As a requirement of these Specific Authorities, WSGC purchasing personnel as defined by WPM Part 1.4 located shall complete the Washington Purchasing Manual Training Course. WSGC may elect at its discretion to make such training available to its accounting personnel located within WSGC's Business Operations Division. Training shall be completed by December 31, 2007. You may coordinate training with Jack Zeigler of my staff, at (360) 902-7283.

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As a requirement of these Specific Authorities, in conjunction with any other bid advertising process used, WSGC shall also conduct competitive procurements via the Washington's Electronic Business Solution (WEBS) for all purchases valued over \$3,300 that are acquired under WPM Part 7.

We welcome your comments and look forward to working with the Washington State Gambling Commission. Please feel free to contact Mr. Jack Zeigler of my staff at (360) 902-7283.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ken Harden", written in a cursive style.

Ken Harden

Assistant Director

KH:jz

Enclosure

cc: Jack Zeigler, Services Division, GA
Bill Griffin, Services Division, GA

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**Specific Authority Delegated by the Department of General Administration
to
The Washington Gambling Commission**

Effective Date: July 16, 2007
Expiration Date: June 30, 2009

- S-1 Used vehicles (up to \$150,000 in the aggregate) to be used by law enforcement units within the Washington Gambling Commission that operate in a manner so as not to be identified with a state activity. Individual vehicle purchase prices are not to exceed the published NADA Average Retail Price in effect at the time of the purchase.